



U.S. DEPARTMENT OF THE INTERIOR
Certification of Position Approval
for Retirement
Under 5 USC 8336(c) and 8412(d)

[x] Approved under the Civil Service Retirement System, 5 USC 8336(c)

[x] Approved under the Federal Employees Retirement System, 5 USC 8412(d)

Category of Coverage: Secondary/Administrative (Firefighter)

Bureau: Any DOI Bureau may use this PD and must use this DOI Standard PD Number*

Classification Title: Assistant Fire Management Officer

Organization Title: _____

DOI Standard PD Number: DOI024* Series and Grade: GS-0401-11

*This number should be entered in the employee's master records (FPPS) as last six spaces of Position Allocation Number.

RECOMMENDATION FOR COVERAGE: Secondary-Administrative Firefighter coverage is recommended under both CSRS and FERS.

This DOI Standard Position Description (SPD) is for a key fire management position located in a fire management organization within any Bureau of the Department of the Interior (DOI). **The ASSISTANT FIRE MANAGEMENT OFFICER (AFMO) requirements contained in the Interagency Fire Program Management Standards and Guide (IFPM) must be used in conjunction with this PD.** These standards include minimum qualifications, training requirements, competencies, and key performance elements.

The purpose of this position is to assist the Fire Management Officer (FMO) in directing a fire management program with a high complexity level. The AFMO assists the FMO in planning, developing, implementing, coordinating, and evaluating an integrated fire management program to achieve resource management objectives. Where aviation assets are utilized, the incumbent may also be responsible for the aviation management program. Maintains safety first as the foundation for all aspects of fire and aviation management. The primary responsibility is to provide technical guidance, program development and review, and to plan, coordinate, and monitor the fire management program and operations using data from various sources within the incumbent's area of responsibility. **Prior wildland firefighting experience on the fireline, as gained by substantial service in a primary/rigorous firefighter position, or equivalent experience outside the Federal government is a MANDATORY PREREQUISITE to qualify for this position.**

[Signature] 10/25/04
BIA Fire Program Designee Date

[Signature] 10-22-04
BLM Fire Program Designee Date

[Signature] 10/25/04
FWS Fire Program Designee Date

[Signature] 10/25/04
NPS Fire Program Designee Date

[Signature] 10/26/04
Michael Gillmore, DOI Fire & Law Enforcement Retirement Team Leader Date

APPROVAL: This DOI Standard Position Description (SPD) is approved for Secondary/Administrative Firefighter (FF) Retirement coverage retroactive to classification date of 08/26/2004. Approval is by DOI Secretary's Designee:

[Signature] 10/26/04
Deputy Assistant Secretary, Performance, Accountability and Human Resources Date

POSITION DESCRIPTION <i>(Please Read Instructions on the Back)</i>								1. Agency Position No.									
2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other		3. Service		4. Employing Office Location		5. Duty Station		6. OPM Certification No.									
Explanation <i>(Show any positions replaced)</i>		7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		13. Competitive Level Code									
		10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted <i>(Specify in Remarks)</i> <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position Is <input checked="" type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input type="checkbox"/> Neither		12. Sensitivity <input checked="" type="checkbox"/> 1--Non-Sensitive <input type="checkbox"/> 3--Critical <input type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 4--Special Sensitive											
15. Classified/Graded by		Official Title of Position		Pay Plan		Occupational Code		Grade									
a. Office of Personnel Management																	
b. Department, Agency or Establishment		Assistant Fire Management Officer		GS		401		11									
c. Second Level Review		Department of the Interior, FLERT Specialist															
d. First Level Review		This PD has been approved as follows under 5 USC 8336(c) and 8412(d) <input checked="" type="checkbox"/> Firefighter <input type="checkbox"/> Law Enforcement															
e. Recommended by Supervisor or Initiating Office		Primary		Secondary/Administrative		Sec/Supvy											
		Approval Date		October 26, 2004													
16. Organizational Title of Position <i>(if different from official title)</i>				17. Name of Employee <i>(if vacant, specify)</i>													
18. Department, Agency, or Establishment Department of the Interior				c. Third Subdivision													
a. First Subdivision BIA BLM FWS NPS				d. Fourth Subdivision													
b. Second Subdivision				e. Fifth Subdivision													
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.				Signature of Employee <i>(optional)</i>													
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that				this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.													
a. Typed Name and Title of Immediate Supervisor				b. Typed Name and Title of Higher-Level Supervisor or Manager <i>(optional)</i>													
Signature _____ Date _____				Signature _____ Date _____													
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.				22. Position Classification Standards Used in Classifying/Grading Position Range Technician Series, GS-455 Dec 91 TS-111. Forestry Technician Series, GS-462 Dec 91 TS-111. Grade Evaluation Guide for Aid and Technician Work in the Biological Sciences, GS-400 Dec 91 TS-111													
Typed Name and Title of Official Taking Action BIA BLM FWS NPS HR Specialist				Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.													
Signature _____ Date 8/26/04																	
See Remarks																	
23. Position Review		Initials		Date		Initials		Date		Initials		Date		Initials		Date	
a. Employee <i>(optional)</i>																	
b. Supervisor																	
c. Classifier																	
24. Reviewers		Allison Beard BIA		Todd Ryan BLM		Dawn Phillips FWS		D. Burton Orton NPS									
25. Description of Major Duties and Responsibilities <i>(See Attached)</i>																	

INTRODUCTION:

This is a standard wildland fire management position description intended for use in the Department of the Interior (DOI). The incumbent serves in a key fire management position in a field fire management organization as an Assistant Fire Management Officer (AFMO). This position is located in a unit with a high fire management program complexity level.

The AFMO assists the Fire Management Officer (FMO) in planning, developing, implementing, coordinating, and evaluating an integrated fire management program to achieve resource management objectives. Where aviation assets are utilized, the AFMO may also be responsible for the aviation management program. Maintains safety first as the foundation for all aspects of fire and aviation management.

The qualification requirements specified in the Interagency Fire Program Management (IFPM) Qualifications Standards and Guide must be met prior to entrance into this position.

Prior wildland firefighting experience on the fireline is a mandatory requirement.

This position requires a valid state driver's license.

This is a Testing Designated Position (TDP) under the Department of the Interior Drug-Free Workplace Program.

MAJOR DUTIES:

In the absence of the immediate supervisor, the incumbent serves as the FMO.

Program Management (20%)

The AFMO assists the Fire Management Officer (FMO) in directing a fire management program with a high complexity level. Analyzes current fire management plans and makes recommendations to meet changing conditions within the limits of current or anticipated funding.

Assists in coordinating and directing the application of standards, methods, and guidelines for all fire and aviation management program elements. Provides advice and guidance in the implementation of policies and standards received from higher authorities.

Works with the FMO in the development and implementation of fire prevention plans. Works with other agencies in the development and delivery of cooperative fire prevention programs and training.

Briefs decision makers. Coordinates plans of action with affected cooperators. Ensures information related to wildland fire, prescribed fire, and fire program components for internal and external audiences is accurate and timely.

Coordinates program activities with federal, state, tribal, and local government entities/agencies. Develops, implements and administers grants and agreements (e.g., Emergency Equipment Rental Agreements, mutual assistance, and Rural Fire Assistance).

Serves on various interagency committees, teams and work groups dealing with specific local, geographic, or national fire management issues.

Identifies research needs and applies new technology.

Assists in managing unit aviation programs or operations.

Planning (20%)

Assists with fire and aviation management planning. Planning involves interacting with all disciplines as well as officials from other federal, state, tribal, and local agencies and the public. Plans include short-range issues as well as long-range strategies.

Reviews preparedness actions and operating plans used in the management of wildland fires. Negotiates cooperative agreements and resolves difficult and controversial public relations problems. Develops alternative wildland fire strategies by taking into consideration values to be protected and selects the appropriate alternative.

Reviews and evaluates fuels management and fire use plans and prescriptions to achieve specific ecosystem and resource management objectives. Identifies and evaluates the implications of the fuels management program on air quality standards, and provides operational guidance to mitigate potential impacts from smoke to sensitive areas.

Participates as a member of an interdisciplinary team in the development of land use plans.

Operations (30%)

Coordinates and initiates fire management activities based on firefighter and public safety, cost effectiveness, and values to be protected consistent with resource objectives, by using the full range of strategic and tactical options otherwise known as Appropriate Management Response (AMR) as described in an approved Fire Management Plan (FMP).

Coordinates AMR on wildland fires. Initiates a Wildland Fire Implementation Plan (WFIP) for wildland fires and ensures a Wildland Fire Situation Analysis (WFSA) is completed and retained for fires that escape initial attack.

Coordinates operations with cooperating agencies on multi-jurisdictional wildland fires addressing risk to human safety and potential for damage to resources and improvements.

Monitors fire season severity predictions, fire behavior, and fire activity levels and takes appropriate actions to ensure safe, efficient and effective operations.

May serve as the unit aviation officer or subject matter expert.

Organizes, trains, equips, and directs a qualified work force to meet local, geographic area, or national level fire program management needs.

May serve as a Contracting Officer's Representative (COR) and may be responsible for the preparation of contract specifications and performance measures.

May manage national wildland fire support resources (e.g., Interagency Hotshot Crews, aviation assets, or other types of specialized modules).

Supervision and Safety (30%)

Provides technical and administrative supervision to the unit(s). Plans and directs overall work to be accomplished by subordinate supervisor(s), sets and adjusts priorities, and prepares schedules for completion of work. Assigns work to subordinate supervisor(s) based on priorities, selective consideration of the difficulty and requirements of assignments, and the capabilities of the employees. Finds ways to improve production or increase the quality of work directed. Negotiates and coordinates work projects with other unit managers and supervisors.

Develops performance standards and evaluates work performance of subordinates. Advises, counsels, or instructs employees on both work and administrative matters.

Hears and resolves minor complaints from employees. Refers group grievances and more serious unresolved complaints to higher level supervisor or manager.

Effects minor disciplinary measures such as warnings and reprimands and recommends other action in more serious cases.

Selects subordinate supervisor(s) and other unit employees. Effects appointments, promotions, and reassignments.

Identifies and provides for routine training needs and makes decisions on special, controversial, or costly training for subordinate employees.

Manages the environmental and workplace hazards of the wildland fire environment and provides leadership and direction to subordinates in the recognition and mitigation of these hazards following applicable laws, policies, and guidelines. Personal accountability and zero tolerance for unsafe acts are paramount.

Responsible for the on-the-job safety and health of all employees supervised. Ensures that a comprehensive job hazard analysis is conducted and a risk management process is implemented. Responsibilities include identifying and correcting safety and health hazards, instructing employees on safety requirements, reviewing and reporting loss incidents, implementing corrective measures for violations of the Occupational Safety and Health Act standards, directing the periodic inspection of all workplaces, managing work/rest ratio and length of assignment guidelines, developing and executing a comprehensive physical fitness training program, debriefing with incident management team personnel, and coordinating safe travel plans.

FACTORS:

1. Knowledge Required by the Position (Level 1-7, 1250 points)

Professional knowledge of natural resource management, fire ecology, fire behavior, and fire management theories, concepts, principles, and standards in a wildland fire environment.

Knowledge of the policies, techniques and practices of wildland firefighting obtained through substantial service as a primary firefighter of the Federal government or in a similar firefighting position outside the Federal government. This is a mandatory requirement of this position.

Fundamental knowledge of related fields of science (e.g., wildlife management, botany, hydrology, geology, archeology).

Comprehensive knowledge of the principles, practices, and concepts of wildland fire management (e.g., fire effects, fire hazard and risk analysis, fuel and flammability assessment, smoke management, incident management, prescribed fire, and fire use) sufficient to perform program development and oversight for the fire and aviation management programs.

Comprehensive knowledge of laws, regulations, and agency policies and procedures applicable to the use and protection of natural and cultural resources.

Knowledge of accepted wildland fire safety practices and procedures.

Comprehensive knowledge of the latest technological advances in fire management sufficient to evaluate their applicability to specific situations.

Knowledge of capabilities, limitations, approved safety standards, and operating procedures of commonly used fixed and rotary wing aircraft.

Knowledge of supervisory policies, procedures, and methods in order to manage a diverse workforce.

Knowledge of contracting procedures and ability to serve as a Contracting Officer's Representative (COR).

Ability to interact with individuals and special interest groups with diverse and potentially conflicting viewpoints regarding natural and cultural resource management priorities.

Skill in oral and written communication sufficient to prepare reports, present training, and coordinate work efforts.

2. Supervisory Controls

(Level 2-3, 275 points)

The FMO gives work assignments in the form of unit objectives, goals, and priorities. The FMO and the incumbent confer on the development of general objectives, projects, and deadlines.

In consultation with the FMO, accomplishes assignments within the constraints of Bureau policy and regulations. Has considerable latitude to independently plan and carry out assigned programs and responsibilities. Provides independent advice on technical questions and interpretations of policies and guidelines in the assigned areas of responsibility and is considered an authority in these subject areas. Keeps the supervisor informed of controversial issues and proposed compromises. Technical assistance, if required, is available.

Completed work is reviewed for compliance with the overall unit's objectives.

3. Guidelines

(Level 3-4, 450 points)

Guidelines include Department, Bureau, and multi-agency policies and procedures, regulations, plans, specialized fire information, and professional practices. Due to the high complexity level of the fire management program and the number of interdependent and cascading variables in fire programs, the guidelines can only be provided as models. This requires that the incumbent use considerable ingenuity and seasoned judgment to extend the guidelines or to develop new methods, techniques, or strategies specific to their zone of responsibility.

Fire planning is conducted in an interagency environment, with multiple stakeholders and cooperators. Since guidelines are issued at multiple levels by multiple organizations, conflicts must be resolved by the incumbent and the resolution incorporated into the appropriate plan.

4. Complexity

(Level 4-5, 325 points)

Primary responsibilities encompass multiple, intensely managed fire and aviation programs with varied and diverse objectives affecting the ecological relationships of landscapes in a unit with a high fire management program complexity level rating.

Contributors to the complexity include multiple, and sometimes conflicting, resource program objectives; checkered land ownership/management patterns; urban intermix; multiple agreements and cooperators; fluctuating weather patterns and conditions; varied types of landscapes; national, state, and local social and political factors; and budget, equipment, and personnel availability restraints.

Many contributing factors have multiple elements that change, some frequently, that require the incumbent to continually perform analysis of the effects of those changes on the managed programs, and extend, modify, or adapt current procedures to obtain the appropriate results. New and previously unknown aspects (e.g., social or political) require the incumbent to perform intensive analysis, recognize possible new directions or approaches, and develop original approaches and innovative techniques.

5. Scope and Effect

(Level 5-3, 150 points)

The purpose of the work is to plan, develop, implement, coordinate, and evaluate an integrated fire management program to achieve resource management objectives.

The fire management program is extremely important to the ecosystem and the incumbent's actions have an effect on the local economy, recreational pursuits, and public safety.

The results of the work influences the effectiveness in meeting the agency land management objectives and goals.

6. Personal Contacts

(Level 6-3, 60 points)

Personal contacts are made with personnel at all levels of cooperating land management and fire protection agencies at the federal, state, tribal, and local level. Primary contacts are with fire management personnel, resource specialists and other unit coordinators. Other personal contacts are with environmental and conservation groups, news media, contractors, private landowners, political officials, and the general public.

7. Purpose of Contacts

(Level 7-3, 120 points)

Most contacts are to exchange information, provide fire management advice, coordinate work efforts, negotiate solutions to common problems, and to plan and develop cooperative endeavors with federal, state, tribal, or local officials.

Sometimes the contacts are made to influence or persuade other subject matter experts to adopt a course of action or change program direction, resolve disputes, or to obtain compliance with objectives.

8. Physical Demands

(Level 8-2, 20 points)

Normally the work is sedentary but often requires physical exertion while overseeing fire suppression activities including walking over rough, steep, uneven terrain in all types of weather. The incumbent is faced with emergency situations at all hours and must respond quickly. The position may require long shifts or multi-day assignments under primitive living conditions during emergencies. During the fire season, extended fire assignments away from the unit may be required under very stressful conditions.

9. Work Environment

(Level 9-2, 20 points)

Most work is performed in an office setting. Field work is sometimes performed in steep terrain where surfaces may be uneven, rocky, or covered with thick vegetation. Temperatures are frequently extreme, both from weather and fire conditions where the presence of smoke and/or dust conditions are frequently severe. The hazardous nature of fire suppression work requires that protective clothing (boots, hard hats, etc.) be worn during emergencies. The incumbent must exercise a variety of safety practices and precautions for their own and others' well being.

EVALUATION STATEMENT

Recommended Classification Assistant Fire Management Officer, GS-401-11

Organizational Location: Department of the Interior, Bureau of Indian Affairs, U.S. Fish and Wildlife Service, National Park Service, and Bureau of Land Management

References: Handbook of Occupational Groups and Families, August 2001. Part I of the Forestry Series, GS-460, Jun 1965 TS-57, Dec 1979, TS-39

Background: The incumbent serves in a key fire management position in a field fire management organization as an Assistant Fire Management Officer (AFMO). This position is located in a unit with a high fire management program complexity level.

The AFMO assists the Fire Management Officer (FMO) in planning, developing, implementing, coordinating, and evaluating an integrated fire management program to achieve resource management objectives. Where aviation assets are utilized, the AFMO may also be responsible for the aviation management program.

Determination of Series and Title: The General Biological Science Series, GS-401 includes positions that involve professional work in biology, agriculture, or related natural resource management when there is no other more appropriate series. Thus included in this series are positions that involve: (1) a combination of several professional fields with none predominant; or (2) a specialized professional field not readily identified with other existing series. This position is a specialized professional field (Wildland Fire Management) not readily identified with other existing series.

In accordance with agency practice, this position is titled **Fire Management Officer**.

This position meets the minimum criteria for evaluation utilizing the General Schedule Supervisory Guide (GSSG), the "Officer" is sufficient to identify this position as supervisory.

Determination of Grade: Since no grading criteria is published for occupations placed into the General Biological Science Series, GS-401, the grading criteria found in part I of the Forestry Series, GS-460, (Jun 1965 TS-57, Dec 1979, TS-39) will be used.

This position will not be graded utilizing the GSSG because the application of that standard will not impact the grade.

FACTOR EVALUATION SYSTEM POINTS RATINGS		
Evaluation Factors	Points	Level
1. Knowledge Required by the Position	1250	1-7
2. Supervisory Controls	275	2-3
3. Guidelines	450	3-4
4. Complexity	325	4-5
5. Scope and Effect	150	5-3
6. Personal Contacts	60	6-3
7. Purpose of Contacts	120	7-3
8. Physical Demands	20	8-2
9. Work Environment	20	9-2
Total Points	2670	
Grade Conversion Range (2355-2750)	GS-11	

Conclusion: The proper title, series, and grade are **Assistant Fire Management Officer, GS-401-11**.

*T.W. Hogler
10/18/04*

Allison Beard

Allison Beard
HR Specialist (Classification)
Bureau of Indian Affairs

Todd W. Ryan

Todd W. Ryan
HR Specialist (Classification)
Bureau of Land Management

Debbie Burton Orton

Debbie Burton Orton
HR Manager
National Park Service

Dawn Phillips

Dawn Phillips
HR Specialist (Classification)
U.S. Fish & Wildlife Service